

**Position:** Library Assistant

**Supervisor:** Branch Supervisor

**Non-Exempt:** Full-time Position

**Salary:** Starting hourly pay for this position is \$13.40 for the Library Assistant I or \$15.39 for the Library Assistant II or calculation is based on experience.

Currently 100% employer paid premiums medical, dental and life insurance coverage including, dependent(s) coverage. Paid Annual, holidays and medical leave. Supplemental benefits and retirement plan(s) available.

**General Statement:** The person in this level of work has increased responsibility for the performance of the work of the circulation department/ stack and inventory. He/she can train student workers.

Duties:

1. Engages patrons by greeting them and offering assistance with services. Resolves patron's issues and answers questions to ensure a positive customer experience. Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and St. John the Baptist Parish Library customer service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.).
2. To perform a wide range of clerical and public service duties pertaining to the operation of the circulation desk. Inclusive of but not limited to the following:
  - a. to check-out and check-in library materials
  - b. to sort and re-shelve books and other library materials
  - c. to register borrowers and process library cards
  - d. to assist the supervisor in maintaining the integrity of the patron registration file and circulation records
  - e. to assist patrons with special needs use the services of the library
  - f. to collect money for fines and fees
  - g. to assist the public in the use of the computers
  - h. to assist in the preparation and delivery of programming/ special events/ and decoration of the library for seasonal or special themes
  - i. to assist in the preparation of statistical reports
3. To train/supervise and schedule the work of the pages
4. To assist in maintaining a clean/ neat and orderly appearance in the library
5. To maintain the confidentiality of registration/ circulation records and the internal business of the library
6. To work cooperatively and in professional harmony with staff members/ supervisors/ administration and the community
7. To follow the policies and procedures established in the library policy and operations manuals and by memo by the director or assistant director
8. To complete all assigned daily tasks as assigned by the immediate supervisor.

Qualifications:

- High School Diploma or equivalent, plus at least one year of college or post-secondary academic education
- Must have least two years office experience or experience in a related field.

- Must have clerical skills/ including keyboarding skills
- Must have the ability to understand the basic routines of library operation
- Must have experience in the use of office machines and computers.
- Must be familiar with tablet devices

There is no guarantee that everyone who applies to this posting will be interviewed. The hiring supervisor/manager has 90 days from the closing date of the announcement to make a hiring decision. **Specific information about this job will be provided to you in the interview process, should you be selected.**

Applications are available at any branch of the library and on the library's webpage at <http://stjohn.lib.la.us/>. All applications must be submitted in a sealed envelope and addressed to:

St. John the Baptist Parish Library  
2920 New Highway 51  
La Place, Louisiana 70068  
**Attention: Dana Douglas, Assistant Library Director**

**All applications must be received not later than 5:00 pm on Friday, August 24, 2018.**

